



SF 330 Forms

Presentation is prepared and provided to
the City of San Diego by:

Winzler & Kelly Consulting Engineers



Benefits of the SF 330 Form

- **SF 254/255 merged into a single streamlined SF 330 reducing paperwork and manhours to produce**
- **Expands essential information about qualifications and experience such as the newly required matrix of all**
- **Facilitates electronic usage by organizing the form in data blocks**
- **Reflects current architect-engineer disciplines, experience types and technology**
- **Eliminates information of marginal value such as a list of all offices of a firm**

Part 1

General Information

NEW

ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State)

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

5. NAME OF FIRM

6. TELEPHONE NUMBER

7. FAX NUMBER

8. E-MAIL ADDRESS

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors).

	(Check)				9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J.V.	SUBCON.	TRAC-TOR			
a.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
b.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☐ (Attached)

AUTHORIZED FOR LOCAL REPRODUCTION
MANDATORY USE DATE OF FORM 6/2004

STANDARD FORM 330 (1/2004) PAGE 1

STANDARD
FORM (SF)

255

Architect-Engineer and
Related Services
Questionnaire for
Specific Project

1. Project Name/Location for which Firm is Filing

2. Firm (or Joint-Venture) Name & Address

4. Personnel by Discipline: (List each person only once, by primary house personnel on line (b)).

(A) _____	(B) _____	Administrative	(A) _____	(B) _____	Electrical Engineers
(A) _____	(B) _____	Architects	(A) _____	(B) _____	Estimators
(A) _____	(B) _____	Chemical Engineers	(A) _____	(B) _____	Geologists
(A) _____	(B) _____	Civil Engineers	(A) _____	(B) _____	Hydrologists
(A) _____	(B) _____	Construction Inspect.	(A) _____	(B) _____	Interior Designers
(A) _____	(B) _____	Draftsmen	(A) _____	(B) _____	Landscape Architects
(A) _____	(B) _____	Ecologists	(A) _____	(B) _____	Mechanical Engineers
(A) _____	(B) _____	Economists	(A) _____	(B) _____	Mining Engineers

(A) = Winzler and
(B) = /

5. If submittal is by JOINT-VENTURE- list participating firms and out (Attach SF 254 for each if not on file with Procuring Office.)

5a. Has this Joint-Venture previously worked together? ☐ Y

ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (*City and State*)

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

5. NAME OF FIRM

6. TELEPHONE NUMBER

7. FAX NUMBER

8. E-MAIL ADDRESS

STANDARD FORM (SF) 255 <small>Architect-Engineer and Related Services Questionnaire for Specific Projects</small>	1. Project Name/Location for which Firm is Filing:	2a. Commerce Business Daily Announcement Date, if any:	2b. Agency Identification Number, if any:																																
	2. Firm (or Joint-Venture) Name & Address																																		
3a. Name, Title & Telephone Number of Principal to Contact		3b. Address of office to perform work, if different from Item 3																																	
4. Personnel by Discipline: (List each person only once, by primary function.) Enter proposed consultant personnel to be utilized on this project on line (a) and in-house personnel on line (b). <table border="0"><tr><td>(A) _____ (B) _____ Administrative</td><td>(A) _____ (B) _____ Electrical Engineers</td><td>(A) _____ (B) _____ Oceanographers</td><td>(A) _____ (B) _____ Hydraulic Engineers</td></tr><tr><td>(A) _____ (B) _____ Architects</td><td>(A) _____ (B) _____ Estimators</td><td>(A) _____ (B) _____ Planners: Urban/Rural</td><td>(A) _____ (B) _____ Ocean Engineers</td></tr><tr><td>(A) _____ (B) _____ Chemical Engineers</td><td>(A) _____ (B) _____ Geologists</td><td>(A) _____ (B) _____ Sanitary Engineers</td><td>(A) _____ (B) _____ Heat/Water Specialists</td></tr><tr><td>(A) _____ (B) _____ Civil Engineers</td><td>(A) _____ (B) _____ Hydrologists</td><td>(A) _____ (B) _____ Soils Engineers</td><td>(A) _____ (B) _____ Environmental Specialists</td></tr><tr><td>(A) _____ (B) _____ Construction Inspectors</td><td>(A) _____ (B) _____ Interior Designers</td><td>(A) _____ (B) _____ Specifications Writers</td><td>(A) _____ (B) _____ Naval Architect</td></tr><tr><td>(A) _____ (B) _____ Draftsmen</td><td>(A) _____ (B) _____ Landscape Architects</td><td>(A) _____ (B) _____ Structural Engineers</td><td>(A) _____ (B) _____ Technical Editor</td></tr><tr><td>(A) _____ (B) _____ Ecologists</td><td>(A) _____ (B) _____ Mechanical Engineers</td><td>(A) _____ (B) _____ Surveyors</td><td>(A) _____ (B) _____ Other _____</td></tr><tr><td>(A) _____ (B) _____ Economists</td><td>(A) _____ (B) _____ Mining Engineers</td><td>(A) _____ (B) _____ Transportation Engineers</td><td>(A) _____ (B) _____ Total Personnel</td></tr></table> <p>(A) = Windsor and Kelly personnel + consultant's personnel for this contract. (B) = All Windsor and Kelly California offices personnel.</p>				(A) _____ (B) _____ Administrative	(A) _____ (B) _____ Electrical Engineers	(A) _____ (B) _____ Oceanographers	(A) _____ (B) _____ Hydraulic Engineers	(A) _____ (B) _____ Architects	(A) _____ (B) _____ Estimators	(A) _____ (B) _____ Planners: Urban/Rural	(A) _____ (B) _____ Ocean Engineers	(A) _____ (B) _____ Chemical Engineers	(A) _____ (B) _____ Geologists	(A) _____ (B) _____ Sanitary Engineers	(A) _____ (B) _____ Heat/Water Specialists	(A) _____ (B) _____ Civil Engineers	(A) _____ (B) _____ Hydrologists	(A) _____ (B) _____ Soils Engineers	(A) _____ (B) _____ Environmental Specialists	(A) _____ (B) _____ Construction Inspectors	(A) _____ (B) _____ Interior Designers	(A) _____ (B) _____ Specifications Writers	(A) _____ (B) _____ Naval Architect	(A) _____ (B) _____ Draftsmen	(A) _____ (B) _____ Landscape Architects	(A) _____ (B) _____ Structural Engineers	(A) _____ (B) _____ Technical Editor	(A) _____ (B) _____ Ecologists	(A) _____ (B) _____ Mechanical Engineers	(A) _____ (B) _____ Surveyors	(A) _____ (B) _____ Other _____	(A) _____ (B) _____ Economists	(A) _____ (B) _____ Mining Engineers	(A) _____ (B) _____ Transportation Engineers	(A) _____ (B) _____ Total Personnel
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5. If submittal is by JOINT-VENTURE: list participating firms and outline specific areas of responsibility (including administrative, technical and financial) for each firm: (Attach SF 254 for each if not on file with Procuring Office.)																																			
5a. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No																																			

✓ Layout changes

ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (*City and State*)

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

5. NAME OF FIRM

6. TELEPHONE NUMBER

7. FAX NUMBER

8. E-MAIL ADDRESS

NEW

STANDARD FORM (SF) 255 Architect-Engineer and Related Services Questionnaire for Specific Project	1. Project Name/Location for which Firm is Filing:	2a. Commerce Business Daily Announcement Date, if any:	2b. Agency Identification Number, if any:																																
	2. Firm (or Joint-Venture) Name & Address	3a. Name, Title & Telephone Number of Principal to Contact																																	
		3b. Address of office to perform work, if different from Item 3																																	
4. Personnel by Discipline: (List each person only once, by primary function.) Enter proposed consultant personnel to be utilized on this project on line (a) and in-house personnel on line (b).																																			
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5a. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No																																			

✓ **Contact information consolidated**

8. E-MAIL ADDRESS

(Complete this section for the prime contractor and all key subcontractors).

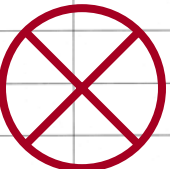
NEW

NEW

“If a firm has branch offices, indicate each individual branch office that will have a key role on the team”

☐ CHECK IF BRANCH OFFICE☐ CHECK IF BRANCH OFFICE

✓ **255 Block 6 - rolled into Section**

<p>endent is not a joint-venture, list out the key consultants/Associates anticipated for this project (Attach SF 254 for Consultants/Associates listed, if not on file with the Contracting Officer).</p>		
ess	Specialty	Worked with Prime before (Yes or No)
		

ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State)

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B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

5. NAME OF FIRM

6. TELEPHONE NUMBER

7. FAX NUMBER

8. E-MAIL ADDRESS

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors).

	(Check)				9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V	PARTNER	SUBCONTRACTOR			
a.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
b.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		

✓ Organization chart referenced

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☐ (Attached)

ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (*City and State*)

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

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4. NAME AND TITLE

5. NAME OF FIRM

6. TELEPHONE NUMBER

7. FAX NUMBER

8. E-MAIL ADDRESS

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors).

	(Check)				9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V	PARTNER	SUBCON-TRACTOR			
a.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
b.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☐ (Attached)

Questions???

Resumes

NEW

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

7. Brief Resume of Key Persons, Specialists, and I
a. Name & Title:
b. Project Assignment:
c. Name of Firm with which associated:
d. Years experience: With This Firm With Other I
e. Education: Degree(s)/Year/Specialization
f. Active Registration: Year First Registered/Discip
g. Other Experience and Qualifications relevant to

13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
	a. TOTAL	b. WITH CURRENT FIRM
15. FIRM NAME AND LOCATION (City and State)		
16. EDUCATION (DEGREE AND SPECIALIZATION)		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)		
19. RELEVANT PROJECTS		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
		NEW	
15. FIRM NAME AND LOCATION (City and State)			
16. EDUCATION (DEGREE AND SPECIALIZATION)		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			
NEW			

7. Brief Resume of Key Persons, Specialists, and Individual Consultants Anticipated for this Project.	
a. Name & Title:	
b. Project Assignment:	
c. Name of Firm with which associated:	
d. Years experience: With This Firm With Other Firms	
e. Education: Degree(s)/Year/Specialization	
f. Active Registration: Year First Registered/Discipline	
g. Other Experience and Qualifications relevant to the proposed project:	

✓ Other Professional Qualifications include

- Publications
- Organizational Memberships
- Certifications
- Training
- Awards
- Foreign Languages

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
a.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <div style="position: absolute; top: 10px; right: 10px; background: yellow; border: 1px solid black; padding: 2px; font-weight: bold;">NEW</div> <p>“Provide up to 5 projects in which the person had a significant role that demonstrates the person’s capability relevant to her/his proposed role in this contract”</p>	<input type="checkbox"/> Check if project performed with current firm	
b.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <div style="position: absolute; top: 10px; right: 10px; background: yellow; border: 1px solid black; padding: 2px; font-weight: bold;">NEW</div>	“If not complete, leave year completed blank and indicate status in brief description and specific role”	

7. Brief Resume of Key Persons, Specialists, and Individual Consultants Anticipated for this Project.	
a. Name & Title:	
b. Project Assignment:	
c. Name of Firm with which associated:	
d. Years experience: With This Firm With Other Firms	
e. Education: Degree(s)/Year/Specialization	
f. Active Registration: Year First Registered/Discipline	
g. Other Experience and Qualifications relevant to the proposed project:	

- ✓ Only 5 projects per person
- ✓ Can use previous experience as long as box is not checked
- ✓ Must list year completed unless still in design or construction

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT*(Complete one Section E for each key person.)*

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
15. FIRM NAME AND LOCATION <i>(City and State)</i>			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i>		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i>	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>			

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
a.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
b.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
c.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
d.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
e.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	

Questions???

Project Pages

NEW

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified.
Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

21. TITLE AND LOCATION (City and State)

22. YEAR COMPLETED

PROFESSIONAL SERVICES

CONSTRUCTION (if applicable)

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

b. POINT OF CONTACT NAME

c. POINT OF CONTACT TELEPHONE NUMBER

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size and cost)

8. Work by firm or joint-venture members which t
(List not more than 10 projects)

a. Project Name & Location	b. Nature of Firm Responsibility

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
b.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

*(Present as many projects as requested by the agency, or 10 projects, if not specified.
Complete one Section F for each project.)*

20. EXAMPLE PROJECT NUMBER

NEW

21. TITLE AND LOCATION (City and State)

22. YEAR COMPLETED

PROFESSIONAL SERVICES CONSTRUCTION (if applicable)

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

b. POINT OF CONTACT NAME

c. POINT OF CONTACT TELEPHONE NUMBER

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size and cost)*

8. Work by firm or joint-venture members which best illustrates current qualifications relevant to this project.
(List not more than 10 projects)

e. Estimated Cost (in thousands)

a. Project Name & Location	b. Nature of Firm's Responsibility	c. Project Owner's Name and Address & Project Manager's Name & Phone Number	d. Completion Date (actual or estimated)	Entire Project	Work for which Firm was/is responsible

✓ **Example project key number**

✓ **Dates for professional services as well as construction completion**

NEW

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION (<i>City and State</i>)	(3) ROLE
b.	(1) FIRM NAME	(2) FIRM LOCATION (<i>City and State</i>)	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION (<i>City and State</i>)	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION (<i>City and State</i>)	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION (<i>City and State</i>)	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION (<i>City and State</i>)	(3) ROLE

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- ✓ **Proof of teaming arrangements and past experience with subconsultants listed in proposal**
- ✓ **Only subconsultants that worked on the project and are on team should be listed**
- ✓ **May limit outreach, new teaming opportunities**

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER
21. TITLE AND LOCATION (City and State)	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size and cost)</i>		

Questions???

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

[illegible]

- “The matrix is intended to graphically depict which key personnel
- identified in Section E (resumes) worked on the example projects
- listed in Section F (project pages)”

[illegible]

29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1		6	
2		7	
3		8	
4		9	
5		10	

“List the key numbers (from pages 1-10) and titles of example projects in the same order as they appear in Section F (project pages 1-10).”

“List the key numbers (from project pages) and titles of example projects in the same order as they appear in Section F (project pages)”

- **Existing relationships**
- **Team past experience**
- **Project manager's experience**
- **Consistency**

A close-up photograph of a person's hand, with the index finger pointing towards a technical drawing. The drawing is a blue-lined schematic of a mechanical component, possibly a valve or a pump, showing various internal parts and connections. The hand is positioned on the left side of the frame, and the drawing is on the right. The background is a plain, light-colored surface.

[illegible]

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1		6	
2		7	
3		8	
4		9	
5		10	

Questions???

Additional Information

10. Use this space to provide any additional information or description of resources supporting your firm's qualifications for the proposed project.



11. The foregoing is a statement of facts.

Signature: _____ Typed Name and Title: _____

Date: _____

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APRIL 1998


I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE

32. DATE

33. NAME AND TITLE



Questions for SF 330 - Part 1

ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER *(If any)*

NEW

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME

3. YEAR ESTABLISHED

4. DUNS NUMBER

2b. STREET

5. OWNERSHIP

a. TYPE

2c. CITY

2d. STATE

2e. ZIP CODE

b. SMALL BUSINESS STATUS

6a. POINT OF CONTACT NAME AND TITLE

7. NAME OF FIRM *(If block 2a is a branch office)*

6b. TELEPHONE NUMBER

6c. EMAIL ADDRESS

8a. FORMER FIRM NAME(S) *(If any)*

8b. YR. ESTABLISHED

8c. DUNS NUMBER

- ✓ If multiple offices submitting, one per office is required
- ✓ Subconsultant must prepared a Part II for each submittal

[illegible]

- ✓ **List function codes numerically**
- ✓ **20 codes (max)**
- ✓ **Additional disciplines can be added**
- ✓ **Each person counted only once**
(multiple disciplines need to have primary)
- ✓ **Can be completed for company or branch office**

11. ANNUAL AVERAGE PROFESSIONAL
SERVICES REVENUES OF FIRM
FOR LAST 3 YEARS
(Insert revenue Index number shown at right)

a. Federal Work	
b. Non-Federal Work	
c. Total Work	

PROFESSIONAL SERVICES REVENUE INDEX BY NUMBER

- | | |
|---|---|
| 1. Less than \$100,000 | 6. \$2 million to less than \$5 million |
| 2. \$100,000 to less than \$250,000 | 7. \$5 million to less than \$10 million |
| 3. \$250,000 to less than \$500,000 | 8. \$10 million to less than \$25 million |
| 4. \$500,000 to less than \$1 million | 9. \$25 million to less than \$50 million |
| 5. \$1 million to less than \$2 million | 10. \$50 million or greater |

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE	b. DATE
c. NAME AND TITLE	

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✓ Revenue for firm for
last 3 years

[illegible]

Questions???

Submittal Requirements

For As-Needed Rotation Lists

Electronic or Paper Submission of SOQs


A. Submit:

One (1) **original** paper copy with original signatures,
One (1) additional paper copy, and
Six (6) electronic (CD) copies.

This new option is a PILOT and not a permanent policy change.

B. Electronic SOQ copies must be submitted in Adobe (PDF) format, on CD, with secure digital signature(s) on each copy.

C. For each discipline submit six CDs; each CD must contain one (1) PDF file for one discipline (include sub-discipline, if applicable). The PDF file must be encrypted and secured, and must have the print function enabled. A full version of Adobe Acrobat is necessary to meet these requirements. Each CD must also be signed on the top surface label. Submit your CDs in standard 3/8" jewel cases; see the Illustrated Electronic SOQ for further instructions.

- 
- A hand is visible on the left side of the image, pointing towards the text. The background shows a document with technical drawings or blueprints.
- D. Firms not wishing to submit electronic documents may submit one (1) original paper copy with original signatures and seven (7) paper copies.
- E. Upon review of the SOQ, we may ask for corrections. Therefore, please follow all instructions carefully. If you are required to make corrections, we will ask you to provide a new set of SOQs.
- F. Disciplines requiring further review and rating by the Consultant Nominating Committee may require firms to submit additional (up to 8) paper copies. These paper copies must be exact copies of the original SOQ. Any submittal that is found not to be an exact copy may be rejected for non-responsiveness. That firm's SOQ may not be sent to the CNC and may be denied placement on the Consultant Rotation List. SOQs shall be stapled, not bound. Neither plastic covers nor dividers are acceptable as part of your Statement of Qualifications. Submittal envelopes and boxes must be marked on the outside with the name of the discipline and either the word "*Large*" or the word "*Small*."